**Operator and General Audit Information**

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| **Company:** | | **Name:** | | | |
| **Mailing and Official Address (If different):** | | | |
| **Doing Business as or Affiliation:** | | | |
| **PHMSA Operator Identification (OPID) No.** | | |  | | |
| **Unit ID Number/ Unit Name inspected** | | |  | | |
| **Address:** |  | | | **Lead Auditor or Inspector** | **Name:** |
| **Agency:** |
| **Date of Audit or Inspection:** |  |

***Company Representatives Participating***

|  |  |  |
| --- | --- | --- |
| **Key Persons** | **Name/Title/Mailing Address** | **Phone/Email Address** |
| **Primary Operator or Representative Interviewed or Providing Information** |  |  |
| **Others** |  |  |
| **Interviewed,** |
| **Providing** |
| **Information or** |
| **Present at Audit** |
| **or Inspection:** |
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**CNG Std - OQ Plan**

**Training and Qualification - Operator Qualification**

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **1. Notification of Significant Plan Changes** Does the process require significant OQ program changes to be identified and the Administrator or State agency notified? (TQ.OQ.CHANGENOTIFY.P) | | | | | | | | | 192.805(i) | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | NI | PI | NA | NC |  | |  | |  |  |  |  |  | | | |  | | | | | | | | | Notes | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **2. Records of OQ Program Changes** Are records maintained for changes that affect covered tasks and significant OQ plan changes? (TQ.OQ.CHANGERECORD.R) | | | | | | | | | | | | 192.805(i) (192.805(f)) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **3. Evaluation Methods** Are evaluation methods established and documented appropriate to each covered task? (TQ.OQ.EVALMETHOD.P) | | | | | | | | | | | | 192.805(b) (192.803;192.809(d);192.809(e)) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **4. Management of Changes** Does the OQ program identify how changes to procedures, tools standards and other elements used by individuals in performing covered tasks are communicated to the individuals, including contractor individuals, and how these changes are implemented in the evaluation method(s)? (TQ.OQ.MOC.P) | | | | | | | | | 192.805(f) | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | NI | PI | NA | NC |  | |  | |  |  |  |  |  | | | |  | | | | | | | | | Notes | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **5. Covered Task Performed by Non-Qualified Individual** Are there provisions for non-qualified individuals to perform covered tasks while being directed and observed by a qualified individual, and are there restrictions and limitations placed on such activities? (TQ.OQ.NONQUALIFIED.P) | | | | | | | | | | | | 192.805(c) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **6. Contractor Qualification Documentation Meets Operator Requirements** Does the OQ plan document that the operator has assured that the procedures on which an OQ vendor has evaluated qualified personnel are the same or consistent with those used by the operator for employees and contractors in the field? (TQ.OQ.OQCONTRACTOREQUIV.P) | | | | | | | | | | | | 192.805(h) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **7. Operator Qualification Plan and Covered Tasks** Do individuals performing covered tasks demonstrate adequate skills, knowledge, and ability? (TQ.OQ.OQPLAN.O) | | | | | | | | | 192.805(h) | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | NI | PI | NA | NC |  | |  | |  |  |  |  |  | | | |  | | | | | | | | | Notes | | | | | | | | |

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| **8. Operator Qualification Plan and Covered Tasks** Is there an OQ plan that includes covered tasks, and the basis used for identifying covered tasks? (TQ.OQ.OQPLAN.P) | | | | | | | | |
| 192.805(a) (192.801(b)) | | | | | | | | |
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| **9. Contractors Adhering to OQ Plan** Does the OQ plan have a process to communicate the OQ plan requirements to contractors and ensure that contractors are following it? (TQ.OQ.OQPLANCONTRACTOR.P) | | | | | | | | | | |
| 192.805(b) (192.805(f);192.805(c)) | | | | | | | | | | |
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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **10. Personnel Performance Monitoring** If the operator had an incident/accident where there is reason to believe that an individual contributed to the cause, do records indicate evaluation of the individual following the occurrence? (TQ.OQ.PERFMONITOR.R) | | | | | | | | | 192.805(d) (192.805(e)) | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | NI | PI | NA | NC |  | |  | |  |  |  |  |  | | | |  | | | | | | | | | Notes | | | | | | | | |

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| **11. Qualification Records for Personnel Performing Covered Tasks** Do records document the evaluation and qualifications of individuals performing covered tasks, and can the qualification of individuals performing covered tasks be verified? (TQ.OQ.RECORDS.R) | | | | | | | | | | |
| 192.807 | | | | | | | | | | |
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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **12. Training Requirements (Initial, Retraining, and Reevaluation)** Does the OQ program provide for initial qualification, retraining and reevaluation of individuals performing covered tasks? (TQ.OQ.TRAINING.P) | | | | | | | | | | | | 192.805(h) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| **13. Management of Other Entities Performing Covered Tasks** Does the OQ plan require other entities that perform covered tasks on behalf of the operator to be qualified? (TQ.OQ.OQCONTRACTOR.P) | | | | | | | | | | |
| 192.805(b) (192.805(c);192.805(d);192.805(e);192.805(f)) | | | | | | | | | | |
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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **14. Reevaluation Intervals for Covered Tasks** Does the OQ plan establish and justify requirements for reevaluation intervals for each covered task? (TQ.OQ.REEVALINTERVAL.P) | | | | | | | | | | | | 192.805(g) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **15. Training Requirements (Initial, Retraining, and Reevaluation)** Does the operator have records for initial qualification, retraining and reevaluation of individuals performing covered tasks? (TQ.OQ.TRAINING.R) | | | | | | | | | | | | 192.807(a) (192.807(b)) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **16. Contractor Qualification** Are adequate records containing the required elements maintained for contractor personnel? (TQ.OQ.OQCONTRACTOR.R) | | | | | | | | | | | | 192.807(a) (192.807(b)) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **17. Management of Other Entities Performing Covered Tasks** If the operator employs other entities to perform covered tasks, such as mutual assistance, are adequate records containing the required elements maintained? (TQ.OQ.OTHERENTITY.R) | | | | | | | | | 192.805(b) (192.805(c);192.803) | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | NI | PI | NA | NC |  | |  | |  |  |  |  |  | | | |  | | | | | | | | | Notes | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **18. Abnormal Operating Conditions** Does the OQ Plan contain requirements to assure that individuals performing covered tasks are able to recognize and react to abnormal operating conditions (AOCs)? (TQ.OQ.ABNORMAL.P) | | | | | | | | | | | | 192.803 | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **19. Abnormal Operating Conditions** Do records document evaluation of qualified individuals for recognition and reaction to AOCs? (TQ.OQ.ABNORMAL.R) | | | | | | | | | | | | 192.807(a) (192.807(b);192.803) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

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| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **20. Abnormal Operating Conditions** Do individuals performing covered tasks have adequate knowledge to recognize and react to abnormal operating conditions? (TQ.OQ.ABNORMAL.O) | | | | | | | | | 192.803 | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | | NI | PI | NA | NC |  | |  | |  |  |  |  |  | | | |  | | | | | | | | | Notes | | | | | | | | |

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| |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **21. Personnel Performance Monitoring** Does the program include provisions to evaluate an individual if there is reason to believe that performance of a covered task contributed to an incident or accident as defined in Parts 192 and 195 or there is reason to believe an individual is no longer qualified to perform a covered task? (TQ.OQ.PERFMONITOR.P) | | | | | | | | | | | | 192.805(d) (192.805(e)) | | | | | | | | | | | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | |  |  |  | |  | | NI | PI | NA | NC | |  | | | |  | |  |  |  |  | |  | | | | | |  | | | | | | | | | | | | Notes | | | | | | | | | | | |

Except as required to be disclosed by law, any inspection documentation, including completed protocol forms, summary reports, executive summary reports, and enforcement documentation are for internal use only by federal or state pipeline safety regulators. Some inspection documentation may contain information which the operator considers to be confidential. In addition, supplemental inspection guidance and related documents in the file library are also for internal use only by federal or state pipeline safety regulators (with the exception of documents published in the federal register, such as advisory bulletins). Do not distribute or otherwise disclose such material outside of the state or federal pipeline regulatory organizations. Requests for such information from other government organizations (including, but not limited to, NTSB, GAO, IG, or Congressional Staff) should be referred to PHMSA Headquarters Management.